

Harrison County Regional Sewer District

December 18, 2020

Meeting Minutes

Meeting Date: December 18, 2020

8:30 am

Harrison County Government Center (meetings will continue to be held here until further notice due to COVID-19 restrictions)

Corydon, IN 47112

In Attendance:

Tom Tucker	Board Member (President)
Bill Byrd	Board Member (Town of Milltown)*
Charlie Crawford	Board Member
John Kintner	Board Member (Town of Corydon)
Gary Davis	Board Member (VP/Treasurer)
Chris Byrd	Board Attorney
Steve Tolliver	Aqua Utility Services (System Operator)
Bob Woosley, P.E.	Heritage Engineering

Absent:

Darin Duncan, P.E.	Board Member
Dan Lee, P.E.	Board Member
Tony Combs	Board Member (Secretary)
Matt Beckman	Board Member (Town of Lanesville)

Guests:

None present

**Town voting member. (2020 vote will belong to the Town of Milltown)
(Order of voting: 2020-Milltown, 2021-Lanesville, 2022-Corydon)*

Action Items:

- 1. November 20, 2020 HCRSD Board Meeting Minutes:** *Motion made by Bill Byrd, second by Gary Davis to approve the meeting minutes. Motion approved unanimously.*
- 2. Berkshire WWTP & New Salisbury System:**
 - a. Operations Report (November):** Steve Tolliver presented the November operations report. The plant met all permit requirements during the month of November. *A motion was made by Gary Davis, second by Bill Byrd to accept the November operations report. Motion approved unanimously.*
 - b. UV System:** Steve informed the Board he is still working to secure quotes for repairs mentioned during last month's meeting. He said the current UV system is obsolete and it may be hard to find parts for repair. He may have to purchase new components. He will advise the Board as he learns more.

- c. **Billing Software:** Steve advised the Board the current software he is using will not longer be supported by the vendor at the end of 2021. It will become obsolete and a new software or method of billing will need to be utilized. Steve is considering utilizing manual billings due to the low number of customers. He is investigating the options and cost and will report back to the Board at a future meeting.
- d. **Schmidt Lift Station:** Bob Woosley reported he is still working on a solution to the surface water drainage at the lift station that was discussed at last month's meeting.

3. Berkshire WWTP Expansion:

a. Preliminary Engineering Report:

- 1) WWTP Expansion: Bob presented a draft of the PER to be submitted. Options remained the same as those discussed at the last meeting:
 - i. Expand existing plant by 60,000 GPD by adding a new 60,000 GPD package WWTP that would work in conjunction with the existing WWTP. Total capacity would increase to 120,000 GPD.
 - ii. Build new 120,000 GPD WWTP and convert existing plant into EQ tankage.
 - iii. Preferred option is to build a new 120,000 GPD WWTP.
- 2) Budget:
 - i. WWTP Expansion: The preferred option of building a new 120k GPD WWTP has a budget of \$2.2M. This is an increase from last month's budget that was presented.
 - ii. MHP Collection System: A large portion of the private collection system needs to be lined to eliminate infiltration. Estimated cost is \$300k. The cost of this work is not included in the WWTP project budget. The District will meet with SSK Communities (owner of MHP) to discuss the next steps on having this work completed. Bob and Tom will schedule a meeting with SSK to discuss further.
- 3) Funding:
 - i. The PER will be submitted this month to begin the process of qualifying for a State Revolving Fund (SRF) Loan. In addition, the District will approach the County for funding.
- 4) Anticipated schedule:
 - i. Submit PER to SRF End of December
 - ii. PER Approval Feb 2021
 - iii. Plans/Specs Submitted June 2021
 - iv. Plans/Specs Approved July 2021
 - v. Advertise for Bidding July 2021
 - vi. Bid Opening Aug 2021
 - vii. Begin WWTP Construction Oct 2021
 - viii. End WWTP Construction June 2022

4. Corydon Agreement:

- a. **Billing Agreement:** Tom Tucker reported this has been resolved. Corydon will bill the District based on water meter readings.
- b. **Resolution No. 2020-1 (Requesting Assignment of Sewer Service Agreement):** This resolution will assign the existing agreement between the County and the Town of Corydon to the District. *Motion made by Bill Byrd, second by Charlie Crawford to approve Resolution NO. 2020-01. Motion approved unanimously.* This Resolution will be presented to the Commissioner for approval at their next meeting on 12/21/20. Upon approval by the Commissioners it will be voted on for approval and final adoption by the Council at their meeting on 12/28/20.

5. Treasurers Report:

- a. *Motion made by Bill Byrd, second by Charlie Crawford to approve the November Treasurer's Report. Motion approved unanimously.*
- b. *Motion made by Gary Davis, second by Charlie Crawford to pay the following claims. Motion approved unanimously.*

District Checking Account:

i. Harrison REMC-WWTP electric service	\$1,555.78
ii. Duke Energy – lift station electric service	\$32.64
iii. Town of Corydon – November sewer bills	\$7,623.13
iv. Aqua Utility Services – WWTP Op., LS Maint., Misc. Maint.	\$4,934.31
v. Lanesville Utilities – November sewer bills	\$739.09
vi. Dillman Chastain Byrd – various charges	\$600.00
vii. Heritage Eng. – Retainer/web site host/WWTP Expansion	\$6,997.00

6. Board Appointments:

- a. **Council Appointments:** Both Council appointees' terms expire at the end of this year. Tom Tucker reached out to the Council to request both current appointees (Gary Davis and Dan Lee) be re-appointed. The Council will be making their appointments at their next meeting on 12/28/20. If Gary is not re-appointed discussion was held about making him a contract employee to allow him to continue to provide his Treasurer duties. This will be discussed further at the January meeting. It was noted that currently there are three individuals with check signing authority: Tom Tucker, Gary Davis, and Tony Combs.
- b. **Corydon:** John Kintner was not re-appointed. The Corydon Town Council appointed Scott Flickner to the Board. The District is awaiting official notification from the Town.

- 7. **Engineering Support Services Contract:** *A motion was made by Charlie Crawford, second by Gary Davis to renew Heritage Engineering's contract for 2021. Motion approved unanimously.*

Next Meeting:

Regular Board Meeting: **Friday January 15, 2021 at 8:30 am** at the Harrison County Government Center.

Minutes prepared by: Heritage Engineering

End of Minutes

Approved by:

Tom Tucker, President

Charlie Crawford

Gary Davis, V.P./Treasurer

Dan Lee, P.E.

Tony Combs, Secretary

Darin Duncan, P.E.

Town Representative